



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

**Issue Date:** November 5, 2015

**Posting No.:** 329-15

**TITLE:** Principal Clerk Typist **SALARY:** \$34,628.13 - \$48,398.13

**LOCATION:** Office of Policy and Planning, Central Office, Trenton NJ

**JOB DESCRIPTION:**

Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a large clerical unit; does related work as required.

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**REQUIREMENTS**

**EXPERIENCE:** Two (2) years of keyboarding experience in the operation of manual and/or electrical typewriters which shall have included clerical work containing a relatively large proportion of difficult tasks.

**NOTE:** Successful completion of a clerical training program with a minimum of **\*700 classroom training hours or 30 semester hour credits** in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

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**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES **\*AND COPY OF DEGREE OR TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE)** MUST BE POSTMARKED NO LATER THAN November 20, 2015.**

Forward Response To:

Lisa Gaffney, Manager, Human Resources  
Regional Personnel Services, Region 6  
Office of Human Resources  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be  
sent only to:**

**Civilian.Recruitment@doc.nj.gov**